Maine Department of Education
Abbreviated Student and Staff Data Calendar
2009-2010

	Due Date	Submitted via	Description	Related Report for Verification Purposes
SEP	9/30	MEDMS/ICDE $	**Staff** Information	Application:Reports/Action:Portal, Superintendent Reports/Superintendent Report
OCT	10/1	Infinite Campus √	Data to ensure accurate **NECAP** student labels and reporting	ME State Reporting/NECAP Label Roster
OCT	10/15	Infinite Campus* $	**October 1st Enrollment** Report (Public) EPS Report Certification	ME State Reporting/EPS October Reports
OCT	10/15	Letter$	Eligibility for **National Board Certification Salary Supplement**	
OCT	10/15	Infinite Campus*	**Completers**, **Dropouts**, and **Transfers** reports	ME State Reporting/Completers ME State Reporting/Dropouts (Transfers report to be developed.)
OCT	10/15	Infinite Campus	Data to ensure accurate **ACCESS For ELLs®** labels	ME State Reporting/ACCESS For ELLs (R)
NOV	11/15	Infinite Campus*	**Cohorts** report	(Cohorts report to be developed.)
NOV	11/30	MEDMS* $	Certification that MEDMS **Minimum Teacher Salary** Report is correct	Application:Reports/Action:Portal, Superintendent Reports/Verify Minimum Teacher Salary
DEC	12/31	Infinite Campus	**December 1 Count** of Students with Disabilities	ME State Reporting/December 1 Special Education Students
FEB	2/18	Infinite Campus √	Data to ensure accurate **PAAP** registration	http://iservices.measuredprogress.org
MAR	TBD	MEDMS/ICDE	2009-2010 "Highly Qualified Teacher" ("**HQT**") Survey	
MAR	3/5	Infinite Campus	Data to ensure accurate **MHSA** student labels	ME State Reporting/Maine High School Assessment Students
MAR	3/18	Infinite Campus	Data to ensure an accurate **MEA-Science** student labels	(MEA Science roster to be developed)
APR	4/15	Infinite Campus* $	**April 1st Enrollment** Report (Public) EPS Report Certification	ME State Reporting/EPS April Reports
APR	4/30	Infinite Campus √	Data to ensure accurate **MHSA** reporting	ME State Reporting/Maine High School Assessment Students
JUN	6/25	Online Form √	**Average Daily Attendance** (ADA) Collection (due immediately following the close of the year)	ME State Reporting/Average Daily Attendance
JUN	6/30	Infinite Campus and MEDMS	Year-End Process including Staff Data, Student Data, Behavior Data, Truancy Data, CTE Year End Data, Graduation Data, etc	

* - A certification form, signed by the superintendent, is also required by this due date.

$ - This collection contains data utilized in determining subsidy

√ - This collection contains data utilized in determining AYP status.

dchuhta

v. 09/17/2009